

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 322-5387



January 26, 1984

ALL-COUNTY LETTER NO. 84-15

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: WELFARE RECIPIENTS LEAGUE V. WOODS (Immediate Need)

REFERENCE: ALL COUNTY LETTER 82-15, DATED FEBRUARY 19, 1982

On February 6, 1982, the court issued a preliminary injunction ordering the Department to refrain from destroying, or allowing to be destroyed, the records of applications of all AFDC recipients whose beginning date of aid was determined to be the first of the month following the date of application pursuant to MPP Section 44-317.12.

In All County Letter No. 82-15, dated February 19, 1982, we instructed you 1) not to destroy or allow to be destroyed any open or closed case records in your possession as of that date in which the beginning date of aid was the first of the month following the date of application and 2) to flag all new cases which have this beginning date of aid. As a result of the changed beginning date of aid regulations which were effective between October 1, 1983 through October 19, 1983, you must also flag and/or be able to identify any cases approved between these dates with a beginning date of aid other than the date of application for Welfare Recipients League in addition to Miller v. Deukmejian. In the event that recomputation of those cases approved between these dates is required pursuant to the preliminary injunction issued November 8, 1983 in the Miller v. Deukmejian case (See ACIN I-123-83, dated November 18, 1983), only those cases in which the recomputed beginning date of aid is the first of the month following the date of application would require compliance with All County Letter 82-15. In order to assure compliance with the preliminary injunctions described above, we have developed the attached brief report form (Attachment A), which must be completed and returned to the State Department of Social Services within 30 days of the date of this letter.

If you have any questions concerning this matter, please contact Joe Carleton at (916) 322-5387.

*Kyle S. McKinsey*

KYLE S. MCKINSEY  
Deputy Director

Attachment

cc: CWDA  
GEN 654 (9/79)

Response Form

Since February 19, 1982, have any AFDC case records in which the beginning date of aid was the first of the month following the date of application been destroyed? For purposes of this inquiry, "case record" includes documents such as: form CA 1; form CA 4; any immediate need screening forms, any narrative written by the EW regarding the issue of immediate need, or any equivalent documents.

Yes \_\_\_\_\_

No \_\_\_\_\_

2. Please state the date from which records specified above have been retained:

\_\_\_\_\_/\_\_\_\_\_  
(Month) (Year)

3. If the response to question 1 is yes,

- a) Which documents contained in the case record(s) have been destroyed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b) For any documents indicated in a) above, is there any alternative method of retrieving all or part of the information contained on those documents?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please specify method (e.g. microfilm/microfiche, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We further certify that all AFDC cases approved between October 1, 1983 through October 19, 1983, with a beginning date of aid other than the date of application and all AFDC cases approved after October 19, 1983, with a beginning date of aid on the first of the month following the date of application have been/are being identified pursuant to All County Letter 82-15.

Return completed form to: AFDC Program Development Bureau  
State Department of Social Services  
744 P Street, M.S. 16-25  
Sacramento, CA 95814

Attention: Joe Carleton

Your Name (PRINT) and Title	Date
Signature	Phone Number
County	